



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM
No. 704, s. 2021

December 6, 2021

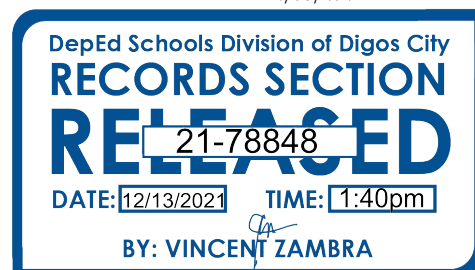
**YEAR-END PERFORMANCES REVIEW AND PLANNING REVIEW
AND PLANNING FOR 2022 TARGETS FOR SCHOOL HEADS**

To: Assistant Schools Division Superintendent
Division Chiefs
Division Section Heads
Public School Heads

1. A year-end assessment is an integral component of management which generates official evaluation of an individual or office's annual performance. It determines the degree by which targets set at the start of the year are met, to what extent, and the reasons behind the achievements or setbacks.
2. This activity will be conducted on December 16 afternoon to December 17, 2021 noon within Davao City.
3. The purpose of a year-end assessment is to review the achievements against the goals and competencies, celebrate the successes, and document the progress made on the development plan. It also helps to ensure that all employees are fairly assessed, have a sense of accomplishment, and clearly understand how their accomplishments have helped drive DepEd Digos City's mission of excellence.
4. Attached are copies of the list of participants, the templates for the accomplishments and targets and the indicative program of activities for ready references.
5. To those participants who already filed for leave on the mentioned dates, are recalled.
6. Meals, snacks, accommodation, transportation, and other incidental expenses of the participants shall be charged against School MOOE/INSET Funds and other local funds subject to the usual accounting and auditing rules and regulations.
7. Wide dissemination of this Memorandum is highly enjoined.

CRISTY C. EPE
Schools Division Superintendent

for
12/06/2021



Year-End Performances Review and Planning for 2022 Targets for School Heads

(Phase IV: Performance Rewarding and Development Planning and
Phase I: Performance Planning and Commitment)

December 16-17, 2021

Indicative Program of Activities

Dates	Activity	In-Charge
December 16, 2021	Departure for Davao City	
	Lunch Along the Way	
PM		
12:00 – 12:30	Registration/Check-in	Assigned Personnel
12:30 – 1:00	Preliminaries	Assigned Personnel
1:00 - 3:00	Performance Review	Cristy C. Epe SDS
3:00 – 3:15	Snacks/Energizer	Assigned Personnel
5:30 – 6:00	Discussion of Assignment	- do -
December 17, 2021 AM		
6:30 – 7:50	Breakfast	
8:00 – 8:30	Worship Song/Energizer/Attendance Check	Assigned Personnel
8:30 – 10:30	Planning for 2022 (Working Snacks @9:30)	Basilio P. Mana-ay, Jr. ASDS
10:30 – 11:00	Synthesis	Assigned Personnel
11:00 – 11:30	Early Lunch	
11:30	Departure	

LIST OF PARTICIPANTS

SGOD	OLIVER	SOLLIE
SGOD	FUENTES	XAVIER
SGOD	ASARAK	JASMINE
SGOD	MONSERATE	REYZEN

CID	DAUGDAUG	BEVERLY
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ADMIN	ALCOMENDRAS	FRANCIS JUDE
SUPPLY	RANOLLO	MARCELINO
CASH	DIAMANTE	ROSARIO
HUMAN RESOURCE	BONTIA	MYHARRA FAYE
RECORDS	CHIONG	ALELI
IT	PASCUAL	STEPHEN
LEGAL	ARNAEZ-LLABAN	CLARISSE JOY

ACCOUNTING	MISAL	NORELIZA
BUDGET	TAMBILAWAN	NEPTUNE
OSDS	EPE	CRISTY
OSDS	MANA-AY	BASILIO, JR.

47 Public School Heads

Nurses-On-Duty: Kristine Marie Bejarin and Frances Millecent Durano

TEMPLATES

2021 ACCOMPLISHMENTS

KRAs	Objectives	Performance Indicators	Output	Programs/Activities	Targets (2021)	Accomplishments	MOVs

2022 TARGETS

KRAs	Objectives	Performance Indicators	Output	Programs/Activities	Targets

